

# **POLICE SERGEANT**

FLSA Status – Non Exempt

EEO Code – B/Professionals

Class Code – RM281

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## **GENERAL DESCRIPTION OF DUTIES**

This classification supervises and performs law enforcement and crime prevention work including patrol, investigations, youth services and traffic enforcement; attends related meetings and training; and enforces federal, state and local laws. Police Sergeants coordinate activities with other supervisory personnel and carry out duties in conformance with federal, state, county and city laws and ordinances.

## **SUPERVISION RECEIVED**

This classification works under the direction of a Police Captain.

## **SUPERVISION EXERCISED**

Police Sergeants may be responsible for up to 10 FTE.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Supervises assigned squad including training, coordinating shift changes, assigning and reviewing work, evaluating performance, initiating discipline up to and including suspension, and effectively recommending termination actions.
2. Supervises activities of officers in the field, directing available officers on crimes in progress or emergencies, requesting assistance from other agencies when necessary and assuming command of emergency operations.
3. Reviews and maintains written records and reports submitted by Police Officers. Prepares reports necessary for investigations, crime prevention, prosecution, and office activities.
4. Oversees activities for assigned special programs, such as firearms, K-9, warrants, field training and evaluation program, etc., including program/policy/procedure development, program evaluation; and ensuring the provision of adequate training, logistics, etc.
5. Conducts investigations and interrogations, obtains evidence, interviews victims and witnesses, compiles information, and prepares cases for filing of charges. Testifies in court as necessary.
6. Models community-policing and crime prevention practices, which includes identifying problem areas through crime analysis, by collaborating with individuals or community groups and working with others to develop solution strategies.

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7. Maintains positive working relationships with other law enforcement agencies to coordinate activities, provide mutual assistance and general information about Department activities.
8. Follows all safety rules and procedures established for work areas.

## **OTHER JOB FUNCTIONS**

1. Participates in public relations programs, which may include speaking to citizen and community groups.
2. Provides suggestions and recommendations regarding budget development. Prepares and administers budgets for programs under their direct supervision (i.e. Canine Team, firearms training, etc.).
3. Analyzes and recommends improvements to operations, equipment and facilities.
4. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
5. Maintains work areas in a clean and orderly manner.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Advanced knowledge of law enforcement procedures, records and communication methods.
- Advanced knowledge of departmental regulations procedures, ordinances, and the laws controlling and defining work methods and solutions.
- Advanced knowledge of investigative methods, evidence development and preservation, traffic and crowd control methods, patrol practices, and community resources that are relevant to public safety concerns.
- Advanced knowledge of federal, state and local laws.
- Advanced knowledge of the principles of police supervision.
- Advanced knowledge of community resources.
- Advanced knowledge of employment laws and labor agreements.
- Knowledge regarding police administration, organization and operations.
- Knowledge of firearm use and safety precautions.
- Knowledge in emergency vehicle operation, tactical driving methods and defensive driving techniques, the vehicle code and procedures affecting driving.
- Knowledge in use of force laws and procedures, and defensive tactics methods and techniques.
- Knowledge in officer safety techniques and practices.

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## **Skills**

- Skill as a leader of change to achieve the Department's mission.
- Skill in budget management.
- Skill in program management.
- Skill in effective communication (written and oral), and making formal presentations in a variety of public meetings and citizen committees.
- Skill in establishing and maintaining effective working relationships with others.
- Skill in fostering positive interaction between the community and Police Department.
- Skill in supervision, personnel management, and fostering personal and professional development.
- Skill in problem solving, conflict management and making decisions.
- Skill in the use of personal computers.
- Skill in the use and care of firearms and other defensive equipment.
- Skill in emergency vehicle operation, tactical driving techniques and defensive driving techniques.
- Skill in defensive tactic methods and techniques.
- Skill in utilizing officer safety techniques and practices.

## **Abilities**

- Ability to participate in the development of policies and procedures.
- Ability to project a professional image while managing changing demands on time, skills and resources.
- Ability to establish and maintain effective working relationships with diverse individuals and groups.
- Ability to make decisions necessary to safeguard life and property under stressful conditions.
- Ability to supervise others and coordinate activities.
- Ability to foster personal and professional development by example.
- Ability to remain flexible and adapt to changing circumstances and demands.
- Ability to identify a problem or potential problem through the exercise of personal initiative, use of problem solving skills, and knowledge of community resources.
- Ability to foster positive interaction between the community and the Police Department.
- Ability to make formal presentations in a variety of public meetings, and participate in public committee meetings.

## **EXPERIENCE AND TRAINING**

Any equivalent combination of education and experience that demonstrates the knowledge to perform the essential duties and responsibilities is qualifying. A typical way to qualify would be the equivalent of high school graduation plus additional broad specialized training within DPSST guidelines, related college coursework and responsible experience that includes supervision.

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## **SPECIAL REQUIREMENTS/LICENSES**

Must meet the Department's physical standards, possess DPSST Advanced Certificate, CPR/First Aid card, and valid driver's license. Must obtain DPSST Supervisory Certificates within two years of appointment per guidelines established by DPSST.

## **DESIRABLE EXPERIENCE, TRAINING AND CERTIFICATIONS**

Previous supervisory experience and experience within the McMinnville Police Department are desired, but not required.

## **PHYSICAL AND MENTAL DEMANDS**

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate a motorized vehicle. Duties involve moving materials weighing up to 50 pounds; however may be required to move adults weighing up to 200 pounds on an infrequent basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. Position may be required to deal with violent and combative individuals required considerable physical effort.

Mental demands require decision making, interpersonal interactions, teamwork, customer service, mentoring, reading/writing/speaking/understanding English, training and supervision, negotiation, problem analysis, presentations, use of discretion, basic math, and independent judgment or action. Qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential job functions.

## **WORKING CONDITIONS**

Work locations are in all types of indoor and outdoor environments. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. Some work is performed while driving a vehicle. Must be available for rotating shifts (including weekend and holiday assignments) as well as overtime.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Established: 10/94  
Revised: 05/01  
Revised: 10/01  
Revised: 12/01  
Revised: 01/13